

**NEW MEXICO
CORRECTIONS DEPARTMENT
Application for Volunteer**

Name: _____ Address: _____

City: _____ State: _____

Zip Code: _____ Phone: (home) _____ (work) _____

Cell Phone # _____ E-mail: _____

Place of Employment: _____ Position: _____

Name of Spouse: _____ Occupation: _____

Place & Date of Birth: _____

Social Security #: _____

Have you ever been convicted of a felony? Yes No

Have you ever been convicted of a misdemeanor? Yes No

(Ex-offenders are not necessarily excluded from participating as volunteers.)

Experience you have as a paid employee related to the field of corrections: _____

What training have you had related to the field of corrections? _____

What are your special interests, skills, or hobbies? _____

Will you be providing professional services? Yes No

If yes, please describe the scope of services and attach all appropriate credentials. _____

What community or religious organization do you represent? _____

Their Address: _____

Name of responsible director/pastor of this community/church organization: _____

Telephone: _____ (May we contact this person?) _____

**NEW MEXICO
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Application For Volunteer
(Continued)**

Volunteer job title for which you are applying: _____

How many hours can you serve weekly, what hours do you prefer, and on what days of the week?
Number of hour's per-week: _____ What hours: _____ What Days: _____

How flexible is your schedule? _____

Would you be willing to furnish transportation to inmates/residents and their families? _____

What attracts you to corrections work? _____

How do you feel about people who are in a corrections facility? _____

Name to contact in an emergency: _____ Number: _____

Next of kin: _____ Relationship: _____
Phone: _____ Address: _____

Other individual: _____ Relationship: _____
Phone: _____ Address: _____

PLEASE LIST THREE PERSONAL REFERENCES:

	Name	Address	Phone	Relationship
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____



Approved Disapproved Request more information

Deputy Warden of Programs or designee Date

Comments: _____

Approved Disapproved Request more information

Warden or designee Date

Comments: _____

**NEW MEXICO
CORRECTIONS DEPARTMENT
Volunteer Job Description**

Job Title:

Purpose:

Minimum Qualifications:

Time Required:

Length of Commitment:

Training Provided: Volunteer Training/Orientation conducted by: _____
Location: _____ Date: _____

Responsible To: Name: _____ Dept: _____ Phone: _____

Benefits:

Facility Coordinator of Volunteer Programs

Facility

Date

Institutional I.D. badge was issued on _____ and authorized by
_____.

Date

Warden

ACA CODE OF ETHICS

AMERICAN CORRECTIONAL ASSOCIATION

Relationships with clients/colleagues/other professions/the public --

Members will respect and protect the civil and legal rights of all clients.

Members will serve each case with appropriate concern for the client's welfare and with no purpose of personal gain.

Relationships with colleagues will be of such character to promote mutual respect within the profession and improvement of its quality of service.

Statements critical of colleagues or their agencies will be made only as these are verifiable and constructive in purpose.

Members will respect the importance of all elements of the criminal justice system and cultivate a professional cooperation with each segment.

Subject to client's rights of privacy, members will respect the public's right to know, and will share information with the public with openness and candor.

Members will respect and protect the right of the public to be safeguarded from criminal activity.

Professional conduct/practices --

No member will use his/her official position to secure special privileges or advantages.

No member, while acting in an official capacity, will allow personal interest to impair objectivity in the performance of duty.

No member will use his/her official position to promote any partisan political purposes.

No member will accept any gift or favor of such nature to imply an obligation that is inconsistent with the free and objective exercise of professional responsibilities.

In any public statement, members will clearly distinguish between those that are personal views and those that are statements and positions on behalf of the agency.

CODE OF ETHICS
(Continued)

Members will be diligent in their responsibility to record and make available for review any and all case information that could contribute to sound decisions affecting a client or public safety.

Each member will report, without reservation, any corrupt or unethical behavior which could affect either a client or public safety.

Members will not discriminate against any client, employee, or prospective employee on the basis of race, sex, creed, religion or national origin.

Members will maintain the integrity of private information; they will neither seek personal data beyond that needed to perform their responsibilities, nor reveal case information to anyone not having proper professional use for such.

Any member who is responsible for agency actions will make all appointments, promotions, or dismissals only on the basis of merit and not in the furtherance of partisan political interests.

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Acknowledgement

I Acknowledge that I have read, or have had read to me,
and understand all of the above.

Volunteer: _____ / _____
(Print) (Sign) Date

Social Security #: _____

NEW MEXICO
CORRECTIONS DEPARTMENT
Guidelines for Volunteers

1. You are working in a Department facility program to provide the service specified in your Volunteer Agreement. Do not do anything else. Do not make phone calls, give or lend money or do favors for inmates/residents. Do not mail anything for inmates/residents. There are Department policies governing inmate mail, phone calls, and possession of money.
2. Since you are to provide a specific service, you will not be helping if you get involved in the internal affairs of the institution.
3. You are not an advocate for inmates. It is better for the inmate to learn to work through administrative procedures for grievances and complaints.
4. Do not do counseling or provide legal advice unless you are contracting for that particular service. These kinds of services require professional credentials.
5. At no time shall a volunteer transport anything from the outside to the inside of a facility without prior written authorization from the Warden or designee. If you need supplies or equipment transported for a class, ask for staff assistance.
6. Leave all purses, bags and money in your car and have your car locked at all times.
7. At no time shall a volunteer transport anything from the inside of the facility to the outside for any reason without prior written authorization from the Warden or designee. Even if you are asked to take notes out, or anything that appears insignificant, it could be counter-productive to rehabilitation.
8. If for any reason you cannot be available at the time expected, please let your contact person at the institution know.
9. Do not bring in friends or other volunteers to help you without previous approval.
10. You are responsible for complying with rules and regulations of the institution in which you work.
11. You are required to respect the confidentiality of records and privileged information you may have access to as a volunteer. You have an obligation to report any information you may obtain relating to the life and safety of inmates or staff to the Coordinator of Volunteer Program/Services.
12. You are expected to conduct yourself in a professional and proper manner at all times; intimate contact and gestures are prohibited, i.e., embracing (of a romantic nature) and kissing.

